



**City of Scottsdale**

**Library Board**

**Regular Meeting Minutes - DRAFT**

Wednesday, January 19, 2022, 3:30 pm

7522 East Indian School Rd.

Scottsdale, AZ 85251

**PRESENT:** Chair Shiela Reyman, Vice-Chair Janet Smigielski, Board Members Sam Campana, Sheila Collins, Freda Hartman, Fred Klein, and Marna McLendon.

**STAFF:** Community Services Administrator Kira Peters; Managers Mandy Carrico, Melissa Orr and Becky Gallivan Butler; Rebekka Jones, Collection Management Coordinator

**Call to Order**

Chair Reyman called the meeting to order at 3:37 p.m.

**Roll Call**

Members present as listed above.

**Public Comment**

Trey Granger, President of the Friends of Scottsdale Public Library commented on resolution #11745, being that fine free would not adversely affect the operating budget; however, it has. As the library branches return to regular hours, the lost funds are crucial. The Friends of the Scottsdale Public Library is committed to raising funds for library events and programs, but it should be supplemental to a full materials budget that is restored to the fiscal 2021 budget to ensure an optimal library system.

**Minutes**

Regular meeting minutes December 15, 2021

VICE CHAIR SMIGIELSKI MOVED TO APPROVE THE DECEMBER 15, 2021, REGULAR MEETING MINUTES AS WRITTEN. BOARD MEMBER COLLINS SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0) BY ROLL CALL VOTE. CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, BOARD MEMBERS CAMPANA, COLLINS, HARTMAN, KLEIN, AND MCLENDON VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

## REGULAR MEETING AGENDA

### **1. Library Board Annual Report 2021.**

Kira Peters, Library Director / Community Services Administrator presented the 2021 Annual Report.

The Board will have an opportunity to review, discuss, and make corrections to the Annual Report. The Annual Report will be brought back at the February meeting to be voted on and approved.

Ms. Peters reviewed and explained the anticipated key issues; future significant work projects; upcoming opportunities, challenges, or outcomes; and additional comments / recommendations to the City Council.

Board Member Hartman suggested adding to anticipated key Issues the gathering of information on what the public is looking for currently, in the future, and how to respond. Ms. Peters stated there is a lot of information on how the pandemic impacted library services. A community survey will be launched in February with a specific focus on the effects of the pandemic. Additionally, patrons can provide comments in person at the library or online.

Board Member Hartman suggested adding to upcoming opportunities, challenges, or outcomes the role of technology in libraries in the future and its impact.

Vice-Chair Smigielski suggested adding to upcoming opportunities, challenges, or outcomes funding sources, such as grants. Melissa Orr, Manager stated grants are being written and awarded. In partnership with the Friends of the Library, grants are being sought utilizing their 501(c)(3) nonprofit status. Board Member Hartman asked if there is an expertise in grant writing among the staff. Ms. Orr stated staff have years of experience looking for and writing grants, along with the Community Service Department. Board Member Hartman asked the amount of annual grant awards. Ms. Orr stated between \$30,000 - \$50,000 is received.

### **2. Patron Comment Report**

Ms. Peters noted they are watching patron comments and responding accordingly. In particular, the comment regarding not being able to find a book within the library, Ms. Carrico responded letting the patron know that due to self-publishing on Amazon the library is unable to obtain the book. Additionally noting there is the interlibrary loan program that patrons can utilize as well.

### **3. Collection Development**

Rebekka Jones, Collection Management Coordinator, provided a high-level overview of the collection management process.

- Focus on popular materials, general education, and Scottsdale history
- The collection supports leisure, entertainment, education and learning
- Collection development has a policy that provides a broad scope of what the library is interested in purchasing and a guide that is an internal document for staff training and use

- Collection profile is a key piece in determining what is purchased
- Statistics from the CollectionHQ and Polaris Reports software guides what is purchased
- Purchasing focuses heavily on new materials, which drives circulation
- Replacement titles with enduring use are purchased
- Physical and database material costs have increased more than 25% over the past ten years. Electronic books, audiobooks, and movies have increased 160% over the past ten years
- Budget is created according to usage, which is then broken down into a monthly allocation
- Weeding, which removes items in poor condition, lack of use, and inaccurate information materials is also important in material management
- Materials are purchased through contracted vendors
- Most of the databases are provided by the state and/or Maricopa County and purchases must be justified
- Digital materials are purchased through the vendor Overdrive using a combination of access types
- Success of electronic resources is measured in a variety of ways

Chair Reyman asked how the material budget is prioritized, especially with a significant reduction. Ms. Jones stated the budget is input to CollectionHQ and they purchase materials based on usage and patterns.

Chair Reyman asked if the interlibrary program usage has increased due to a reduction in the budget. Ms. Jones stated the interlibrary loan program costs money when it is outside of Maricopa County.

Vice-Chair Smigielski suggested the "level funding" be clarified, as it has not remained level with recent budget cuts. Ms. Jones clarified the level funding referred to the past ten years prior to the massive cuts last year and this year.

Vice-Chair Smigielski asked for clarification on the agreement with Maricopa County for funding. Ms. Jones explained the County supports digital material and how it has evolved over the years.

Board Member Klein asked how the procedure is administered and how many employees are involved. Ms. Jones went through the process of reviewing and selecting books that are suggested by the vendor Baker and Taylor, which is completed with the assistance of the librarians.

Board Member McLendon asked if there is a relationship with academic libraries. Ms. Jones stated they can acquire academic material through the interlibrary program.

#### **4. Review Responses Relating to the Recent Library Board Letter to City Council**

Chair Reyman discussed what has taken place since the Board's letter was submitted to City Council. The letter will become part of the budget decision packet. There appears to be support from members of the City Council.

Vice-Chair Smigielski stated Councilwoman Milhaven provided a response to the letter from the Friends of the Scottsdale Public Library and indicated a concern with fine free due to DVDs that

were stolen and later resold to a pawn shop. It is important to respond and clarify this information as it reflects negatively upon the library. Ms. Orr explained the noted situation, which occurred in 2017. Chair Reyman stated a response will be provided to Councilwoman Milhaven stating the referenced event occurred in 2017 and fine free did not begin until 2020.

Assistant City Manager Murphy provided an amended letter with corrected facts, except for the total material budget for FY 21-22. Ms. Peters stated she will provide that figure.

Ms. Peters stated it is difficult to ascertain the impact on the budget without the fine free funds, as the pandemic happened at the same time. The important piece is the Library Board has stated their case to City management. She will speak with Assistant City Manager Murphy to be certain City Council has the correct information to review during the review of the decision packet.

## **5. Review of Board Member Purpose and Working with Friends of the Library**

Kim Campbell, City Attorney, explained to the Board the importance of adhering to the restrictions and guidelines as outlined in their handbook. If there are specific questions or concerns Board Members should reach out to Attorney Campbell.

## **6. Director's Report**

- COVID vaccination and testing will occur at the Granite Reef Senior Center and Mustang Library
- All four branches are fully operational as of January 10, 2022
- A list of priority fundraising by the Friends of the Scottsdale Public Library has been developed
- A library survey will come out in February with a focus on pandemic topics
- Although the safety incidents remain low, Ms. Carrico continues to seek security coverage
- The volunteers have returned to the library system, working behind the scenes
- Historian Joan Fudala was given the Vision Award for her work in promoting the library and supporting the vision statement

## **7. Library Board Election of Officers**

VICE-CHAIR SMIGIELSKI NOMINATED SHEILA REYMAN AS CHAIR, BOARD MEMBER MCLENDON. SECONDED THE NOMINATION, WHICH CARRIED SEVEN (7) TO ZERO (0) BY ROLL CALL VOTE. CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, BOARD MEMBERS CAMPANA, COLLINS, HARTMAN, KLEIN, AND MCLENDON VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

BOARD MEMBER MCLENDON NOMINATED JANET SMIGIELSKI AS VICE-CHAIR, BOARD MEMBER CAMPANA SECONDED THE NOMINATION, WHICH CARRIED SEVEN (7) TO ZERO (0) BY ROLL CALL VOTE. CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, BOARD MEMBERS CAMPANA, COLLINS, HARTMAN, KLEIN, AND MCLENDON VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

## **8. Identification of Future Agenda Items**

- Board member library branch assignment
- Friends of Scottsdale Public Library Liaison
- Report on reopening, positions filled, and vaccination status
- Update on budget process
- Standing agenda items
- Annual report
- Calendar

## **9. Board Members' Reports**

The Friends of the Scottsdale Public Library are eager to support the library.

## **10. Adjournment**

BOARD MEMBER KLEIN MOVED TO ADJOURN THE MEETING. VICE CHAIR SMIGIELSKI SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0) BY ROLL CALL VOTE. CHAIR REYMAN, VICE-CHAIR SMIGIELSKI, BOARD MEMBERS CAMPANA, COLLINS, HARTMAN, KLEIN, AND MCLENDON VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 5:37 p.m.

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